

Distribution to: 11/26/58

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All ARO's except: Director, NSC, DD/T, OO

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Info. Copy to:

Records Center, [redacted]

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24 November 1958

TO:

FROM: Chief, Records Management Staff

SUBJECT: Unused and Seldom Used Safes

1. Last May we found about 150 office safes that were not opened for over a month or were opened only once or twice during some months. Of course, we realized that in a few instances there were mitigating circumstances to justify some unorthodox use (or non-use) of office safes. However, the survey did point up enough potential savings to justify a more thorough study. As a result, on 6 June we sent our findings to each Records Officer concerned. In the first month that followed, we were pleased to learn, one office found four safes to be unneeded. This was a quick \$1,700 savings for the Agency. Several other safes were under study in other offices.

2. Today, we are interested in your opinion of our brief survey. You as a Records Officer can best judge the personal reactions to such studies and gauge "records consciousness" in your area. Your comments, recommendations, and personal experiences contribute greatly to the method and scope of our records program plans.

3. On this safe survey as you saw it in your area;

a. Was it worth while--were the money and space savings worth the time and effort?

b. Should we conduct another more thorough and detailed survey?

c. How did the findings affect your area--did you pick up more space?

d. Did personnel resent it or consider it an intrusion, or did they see it as a real demonstration of the benefits possible in good records keeping practices?

4. No research please, just the things that came to your attention. A phone call will suffice. Call or drop a note to me or [redacted] (ext. [redacted]) in Room 557, 1717 H St., N.W.